

**OFFICE OF THE ADJUTANT GENERAL
HUMAN RESOURCES OFFICE
CAMP ROBINSON
NORTH LITTLE ROCK, AR 72199-9600
TELEPHONE: (501) 212-4208/4215; DSN 962-4208/4215**

AGR EMPLOYMENT OPPORTUNITY ANNOUNCEMENT NUMBER: 04-079A

OPENING DATE: 19 Feb 2004

CLOSING DATE: 4 Mar 2004

MILITARY GRADE REQUIREMENTS: Enlisted Not to Exceed: MSgt/E-7

LOCATION: 188th Fighter Wing, Fort Smith, AR

NOMINATING OFFICIAL: Lt Col Robert Dolanski, Support Officer

POSITION TITLE: Administrative Support Technician

Individual selected will be ordered to full time duty (state) in Active Guard/Reserve status under Title 32 USC 502(f). Benefits will be commensurate with grade/rank and years of service.

AREA OF CONSIDERATION: Onboard AGR members of the 188th Airlift Wing. (This announcement runs concurrently with a Technician announcement for the same position.)

QUALIFICATION REQUIREMENTS: Must possess or meet requirements for entry into AFSC 3A0XX or 3S0X1. Must have a minimum Administrative aptitude score of 32 for 3A0XX, or a minimum Administrative Aptitude score of 45 for 3S0X1.

PLACEMENT FACTORS: Selectee will be subject to uncommon tours of duty, rotational shift assignments and overtime duty. May be required to fly in military or commercial aircraft for TDY purposes. Selectee will participate in unit of assignment during UTAs and Annual Training periods including deployments, special projects and exercises. Upon assignment, must be a member of the 188th FW, and assigned to a compatible military position in AFSC 3A0XX or 3S0X1.

SUMMARY OF DUTIES: The incumbent serves as the focal point, local authority and expert source for information for all administrative functions of the unit. These functions include correspondence and messages; records documentation management; printing and duplication; publication and forms management; reference library; special orders; receipt, storage and control of classified documents; on the job training programs for both technicians and unit military personnel; and Personnel Concepts III (PCIII) program. Develops procedures that affect administrative management and program development within the unit. Identifies and researches a wide variety of administrative problems to determine the best solution when there is not one absolutely correct or appropriate solution and recommends course of action to be followed. As Work Group Administrator, provides technical support and troubleshooting for daily network operations including identifying issues and resolving problems, and documenting the problem history and solution. Records trends and problems for resolution by incumbent or other network specialist.

SUMMARY OF DUTIES CONTINUED: Explains complex network concepts to non-technical personnel in non-technical language. Installs and configures application software to run on stand-alone computers or network systems for networked “commercial off the shelf” (COTS) software, government owned systems, and client/server networked operation systems (data set/file maintenance, established end-user client software). Performs other duties as assigned.

APPLICATION INSTRUCTIONS FOR ANG ACTIVE GUARD/RESERVE POSITIONS:

Individuals who meet the basic qualification requirements may apply by submitting NGB Form 34-1, Application for Active Guard/Reserve (AGR) Positions, with attachments listed below. Submit applications to: Human Resources Office, Box 946, Camp Robinson, North Little Rock, AR 72199-9600, or to: 188th FW/DPM, 4850 Leigh Ave., Fort Smith, AR 72903-6096, so that it will arrive on or before the closing date of the announcement. FAXED APPLICATIONS ARE NOT ACCEPTABLE. Substantial changes in duties and responsibilities during a job should be fully explained so that appropriate credit may be given. Required attachments to NGB Form 34-1 for this announcement are as follows:

- Current AF Form 422 – Physical Profile Serial Report
- Current height and weight statement
- RIP – Report on Individual Personnel
- SF 181 - Race and National Origin Identification

THE ARKANSAS NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER, AND AS SUCH ALL APPLICATIONS FOR THIS POSITION WILL RECEIVE CONSIDERATION WITHOUT DISCRIMINATION FOR ANY NON-MERIT FACTOR SUCH AS RACE, RELIGION, SEX, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, AGE, OR MEMBERSHIP IN AN EMPLOYEE ORGANIZATION.

//SIGNED//
GERALD L. ROBINSON
Capt, AR ANG
Supervisor Human Resources Specialist
(Classification)